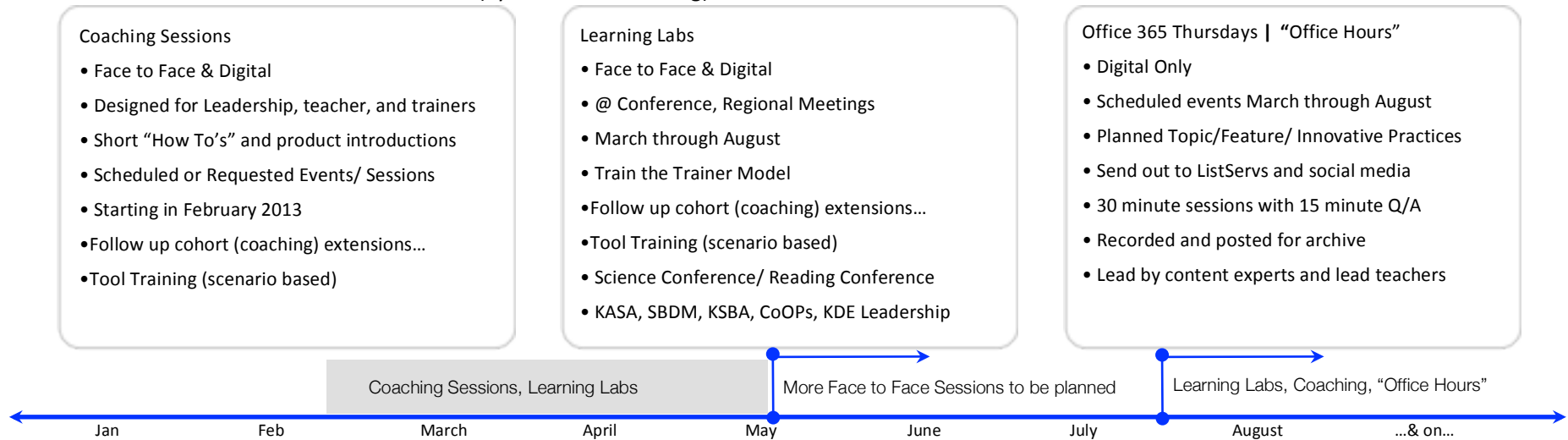## Office 365 for Education | Professional Learning & Training Plan

Success connecting and collaborating relies on participation and adoption. This training plan is comprised of two different training models: A Synchronous model where participants have the opportunity to be in a live scheduled environment working directly with a trainer (either face to face or digitally) and an Asynchronous model where participants have an opportunity to get training and information as needed (when trying to complete a specific self-paced task). The specific identified approaches, events, and strategies will continue to be developed and fine-tuned. The overall goal is to offer as many different opportunities and experiences as needed by different types or users and learners.

Model One: Live & Scheduled Sessions (Synchronous Training)

Coaching Sessions
- Face to Face & Digital
- Designed for Leadership, teacher, and trainers
- Short "How To's" and product introductions
- Scheduled or Requested Events/ Sessions
- Starting in February 2013
- Follow up cohort (coaching) extensions…
- Tool Training (scenario based)

Learning Labs
- Face to Face & Digital
- @ Conference, Regional Meetings
- March through August
- Train the Trainer Model
- Follow up cohort (coaching) extensions…
- Tool Training (scenario based)
- Science Conference/ Reading Conference
- KASA, SBDM, KSBA, CoOPs, KDE Leadership

Office 365 Thursdays | "Office Hours"
- Digital Only
- Scheduled events March through August
- Planned Topic/Feature/ Innovative Practices
- Send out to ListServs and social media
- 30 minute sessions with 15 minute Q/A
- Recorded and posted for archive
- Lead by content experts and lead teachers

Coaching Sessions, Learning Labs

More Face to Face Sessions to be planned

Learning Labs, Coaching, "Office Hours"

Jan | Feb | March | April | May | June | July | August | …& on…

Model Two: On-Demand Opportunities (Asynchronous Training)

Video Based / Screen Casts
- KDE Website
- May also be some iTunes U presence
- Tool / Integration Training
- Opportunities for User created content reviewed and uploaded (district ownership)
- Mission critical tools/ application training posted/developed first.
- Microsoft Lync Videos

District Operations Guide (DOG/ Wiki)
- District Operations Guide (DOG)
- Readiness Guide
- User Quick Start Guides
- Knowledge Base (FAQ)
- Microsoft Lync Online Help

Partners In Learning (PIL)
- More integration ideas from Microsoft Partners in Learning Network
- Web Link – PIL Network
- PIL Network goes well beyond Office 365 for Education and into additional Microsoft tools and integration ideas.